### School of Management, Fudan University
Shanghai, China

| Contact people | Ms. MAGGIE YU  
Exchange Coordinator, MBA Exchange Program |
|---|---|
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Fax: 0086-21-55664648 |
| Email | fdms_iec@fudan.edu.cn |
| Postal address | International Exchange and Cooperation Office  
Room 904, LI Dasan Building  
670 Guoshun Road, Shanghai, China. 200433 |
| WWW-address: | General information site:  
http://www.fdsm.fudan.edu.cn/En/index.aspx  
Exchange Program website:  
http://www.fdms.fudan.edu.cn/fdimba/ |
| Application Deadlines: | May 15 - Fall semester  
November 15 - Spring semester |
| Application Procedure | Exchange students holding non-china passport are to fill in the online application before submitting the hard copy materials. The application form will be auto-generated after completing the online application. Please print it out and send it together with the other supporting documents listed below to the following address (We appreciate if you could attach the scanned copy for all the materials to fdms_iec@fudan.edu.cn before submitting the hard copy) |

1) **Online Application:**

   Please read the instruction of E-Application on Page 3 carefully and print out the completed form in the end of the application.

   Links: [http://admission.iso.fudan.edu.cn/index_en.html](http://admission.iso.fudan.edu.cn/index_en.html)  
   Or [http://iso.fudan.edu.cn/index.aspx](http://iso.fudan.edu.cn/index.aspx) then click “E-Application” on the top of the page

2) **Post Address:**

   Maggie Yu  
   International Exchange and Cooperation Office  
   School of Management, Fudan University  
   904, LIDASAN Building, 670 GUOSHUN Road, Shanghai, 200433 CHINA
2) **Required documents:**

- The application form, which is auto-generated from the online E-application system. ([http://admission.iso.fudan.edu.cn/index_en.html](http://admission.iso.fudan.edu.cn/index_en.html))
- CV
- Most recent transcripts
- Copy for the Degree certificate
- Copy for valid passport
- 2 Passport-sized photo (please print your name on the back of the photo)

<table>
<thead>
<tr>
<th>Admission Requirement</th>
<th>Students should be on MBA or at least graduate level selected by partner schools with no less than two years’ working experience.</th>
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</thead>
</table>
| Term Dates             | Fall semester: **early Sept. -mid Jan.**  
Spring semester: **mid Feb.-mid Jun.**  
Exchange students are recommended to arrive in Shanghai one week prior to term start for accommodation arrangement and registration. Academic calendar will be released to partner institutes one month prior to each semester. |
<p>| Language of Instruction| All courses offered to exchange students are conducted entirely in English. |
| Workload               | Each credit point corresponds to 14 contact hours per semester. For example, a two-credit subject equal 28 hours per semester, a 3-credit subject equals 42 hours. Exchange students may study a maximum of 7 courses; a minimum of 2 courses is required for exchange students to maintain visa status. |
| Attendance             | Compulsory. Once students enroll for courses, they must attend classes and sit an examination. Auditing courses is not allowed. |
| Examination            | Exam dates will be announced by respective programs. Students must have attended at least 70% of classes to be eligible for the final exams. |
| Transcript             | FDSM transcript will be mailed to the home universities within 2 months after the end of the exchange semester. |</p>
<table>
<thead>
<tr>
<th>Grading System</th>
<th>Grades</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>90-100</td>
<td>85-89</td>
<td>82-84</td>
<td>78-81</td>
<td>75-77</td>
<td>71-74</td>
<td></td>
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<tr>
<td>C</td>
<td>66-70</td>
<td>62-65</td>
<td>60-61</td>
<td>Re-sit</td>
<td>&lt;59</td>
<td></td>
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</tr>
</tbody>
</table>

- Percentage of students who are graded A or A- shall be less than 30% of a class;
- Percentage of students who are graded B and above (including B, B+, A- and A) shall be under 70% of a class.
- Percentage of students who are graded C and above (including C, C+, B-, B, B+, A-, A) shall be under 90% of a class.
- Percentage of students who are graded below C- (including C-, D, and F) shall be at least 10% of a class.
- D- is graded for those who pass their re-sit examination only.

**Books**

Students are required to purchase their own text books upon course registration at FDSM course center. The book list will be provided after completion of course registration.

**Accommodation**

Exchange students can apply online for the Foreign Student Dormitory. Reservation website: [www.fso.fudan.edu.cn](http://www.fso.fudan.edu.cn).

Detailed information of the dormitory application can be found in the “Handbook for Registration” sent by the school before the semester begins. If rooms are unavailable, exchange students will need to rent an off-campus apartment.

**Approximate Living Costs**

- Housing: RMB 3000-5000/month
- Board: RMB 20/meal
- Transportation: RMB 2-4 for single bus tickets and RMB 3-7 for subway tickets.
- Medical Insurance: RMB 300/semester
- Physical Examination: RMB 500
- Residence Permit: RMB 400
- Miscellaneous: RMB 1000/month

**Visa and Residence Permit**

FDSM recommend exchange students apply for a residence permit upon registration. This includes students holding single-entry F-visas who plan to go abroad within the visa’s validity period.

**Medical Insurance**

Medical insurance coverage is **compulsory** to process registration.

**Facilities**

The university dining hall and school library are open to exchange students holding a student card and campus card.

**Student Services**

All student clubs are open to exchange students. Available upon request: academic counseling, orientation, cultural trips, student buddies, etc.
INSTRUCTION FOR ONLINE E-APPLICATION

NOTE: Exchange students are to fill in the online application before submitting the hard copy documents. When you successfully submitted the online application, you will receive the system auto-generated email response with your Application Number.

Links: http://admission.iso.fudan.edu.cn/index_en.html
Or http://iso.fudan.edu.cn/index.aspx then click “E-Application” on the top of the page

INSTRUCTIONS:

1) Students should register before fill in the application.
2) Please choose **Non-degree programs** for study plan and select **Senior Advanced Students** for degree. *(Rejection auto-response will be generated by the system if you wrongly select the degree-program)*

3) Please choose “**Scholarships ALREADY Got**”, “**Department Exchange**” of Financial Resources for Study Self-support *(Rejection auto-response will be generated by the system if you wrongly select the other options)*
4) The application form will be auto-generated after completing the online application. Please print it out, sign it and send it together with the other supporting documents to the following address.

**Mailing Address:**

Maggie Yu  
International Exchange and Cooperation Office  
School of Management, Fudan University  
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***Kindly note, no modification can be made after submitting the online application. If you receive the auto-generated rejection because of the wrongly selected option, please re-register and submit the application again.***